

**RESOLUTION**  
**OF THE CLAY COUNTY COMMISSION**  
**CLAY COUNTY, MISSOURI**


**2020-96**

**APPROVE COVID-19 PROTOCOL OUTLINE**  
**COMMISSION**

BE IT HEREBY RESOLVED BY THE COUNTY COMMISSION OF CLAY COUNTY, MISSOURI THAT, the Commission hereby approves the COVID-19 Protocol established by Clay County Commission, as specifically attached in Appendix A and B.

ADOPTED BY THE COUNTY COMMISSION OF CLAY COUNTY, MISSOURI, THIS 18 DAY OF March, 2020.

APPROVED AS TO FORM AND LEGALITY:

  
COUNTY COUNSELOR

ATTEST:

\_\_\_\_\_  
COUNTY CLERK

**VOTED YES**

\_\_\_\_\_  
PRESIDING COMMISSIONER

**VOTED YES**

\_\_\_\_\_  
WESTERN COMMISSIONER

**VOTED YES**

\_\_\_\_\_  
EASTERN COMMISSIONER

# Appendix A

The Clay County Commission issues the following policies in response to the global pandemic, declared by the Centers for Disease Control and Prevention, the COVID-19 virus (also known as the novel coronavirus). The President of the United States and the Governor of the State of Missouri have declared states of emergency following the outbreak of the COVID-19 virus.

Presently there is no approved vaccine for the COVID-19 virus. The COVID-19 virus is highly contagious, spreading rapidly between people in close contact with one another, or when a person touches a contaminated surface and then touches their mouth, nose or eyes. Certain members of our community are especially vulnerable to infection by the COVID-19 virus including those over the age of 70, pregnant women and those with chronic medical conditions such as heart disease, lung disease and diabetes.

Federal, state and local governments have a responsibility to act in a manner that complies with mandates from the Centers for Disease Control and Prevention, Clay County Public Health Center and other public health authorities.

To that end, the Clay County Commission issues the following policies in response to the COVID-19 virus pandemic in order to further protect county workers and members of the public:

## Personnel Policies

Essential employees performing repair and sanitation work during the state of emergency required by the County will be compensated through hazardous pay to be determined by County Counsel specializing in employment matters and Assistant County Administrators. The County recognizes the extraordinary contribution of these employees to the continued operation of Clay County essential services.

Clay County employees, to the extent reasonable, may be required to perform their duties on a flexible schedule to reduce COVID-19 exposure and decrease stress and worry for employees as they adjust to new behavioral habits to mitigate virus exposure. Clay County acknowledges that this worldwide pandemic has resulted in dramatic social upheaval, such as: closure of public and private schools, worry for family members and shortages of certain supplies.

Certain county functions can be performed through remote access to employee workstations. Officeholders and Assistant County Administrators are encouraged to provide remote working opportunities to employees in order to accomplish the business of the people. Clay County Information Technology Policies and Procedures must be followed to ensure the security of the Clay County network. The Clay County Emergency Telecommuting Policy must be followed to protect the rights of employees. Policies may be obtained from Clay County Human Resources.

Those employees who are unable to perform their job duties due to county closures related to the COVID-19 virus will be compensated according to the Clay County Missouri Human Resources Policy Manual.

If an employee is exposed to the COVID-19 virus or infected, the employee should follow the directions of their healthcare provider and public health authorities. To encourage proper reporting of exposure or infection, Clay County will place the employee on paid administrative leave for the

business days of duration of the self-quarantine period (10 business days during the 14 day self-quarantine period).

#### Building Access Policies

Public buildings of Clay County shall be closed to the public and non-essential personnel until such time that the County Commission deems it safe to open the following facilities to public access:

1. Old Clay County Courthouse, 1 Courthouse Square, Liberty MO 64068
2. All functions of Clay County Parks, except:
  - a. Smithville Lake trails and trailhead restrooms remain open, within the guidelines of the Clay County Public Health authority
  - b. Marina slipholders will continue to have unrestricted access to their boat slip and property
  - c. Camp Branch Marina will continue to provide boat fueling services, but the bait shop will be closed to the public
  - d. Fishing, public docks, boat ramps, boating, parking lots, disc golf and other outdoor activities remain accessible, within the guidelines of the Clay County Public Health authority
  - e. The Paradise Pointe Golf Complex, Kansas City Trapshooter's Association and Sand Bar concessionaire remain open at the discretion of their contractual operators, within the guidelines of the Clay County Public Health authority
3. Clay County Historic Sites
4. Shrader Building
5. Clay County Annex
6. Clay County Highway Department

In order to preserve an accurate record of entrance to County facilities, individual employees are required to use their respective access badge. Employees should enter one at a time to affect this requirement. Recording access will provide public health authorities with an accurate history in the unfortunate event that a COVID-19 virus exposure occurs.

The Clay County Commission recognizes the separation of the Clay County Circuit Court operation from this closure protocol. Citizens should refer to the Clay County Circuit Court during this emergency for the most up-to-date information regarding Circuit Court access and pending legal matters.

#### Communication Policies

Official communications of the County Commission related to the COVID-19 virus will be produced and disseminated by the Assistant County Administrator – Public Services. Notice will be provided in a timely fashion through county email to officeholders and Assistant County Administrators in the event of policy changes. Notice will be provided to the public through the Clay County website ([www.claycountymo.gov](http://www.claycountymo.gov)) of closures and other public health precautionary measures.

Separately elected officials of the County operate independently of the Commission, and the best way to be informed about ongoing county services provided through their offices is to contact officeholders (Assessor, Collector, et al) individually. Contact information for Clay County elected officials is on the Clay County website ([www.claycountymo.gov](http://www.claycountymo.gov)).



The most up-to-date and accurate public health information should be obtained directly from the Centers for Disease Control and Prevention and Clay County Public Health authority ([www.clayhealth.com](http://www.clayhealth.com)). The Clay County Public Health authority is a separate entity from the Clay County Commission.

The Missouri Department of Health and Senior Services has established a toll-free 24/7 information hotline for the novel coronavirus (1-877-435-8411).

# Appendix B

## Emergency Telecommuting Policy

When faced with a natural disaster or pandemic, the County may allow certain employees to work remotely or telework. Telework is not intended to be used in place of sick leave, Family and Medical Leave, Workers' Compensation Leave or any other leave programs. All telecommuting arrangements must be approved in advance by an employee's respective Elected Officeholder and Human Resources Department. Permission to telecommute is provided at the County's discretion and can be withdrawn at any time.

Employees permitted to telecommute will be required to sign a written telecommuting agreement that, among other things, describes the agreed-upon hours of work, how hours will be recorded, how to contact their supervisor, when they will be required to report to their assigned work location, the equipment issued to the employee, the security procedures required for any County equipment issued to the employee, and how to obtain technological support during the telecommuting period.

Employees who are authorized to telework under this policy must continue to abide by all employment policies. Failure to follow this policy may result in discipline (up to and including the termination of your employment) and/or the termination of the telecommuting arrangement.

This policy applies to employees seeking to telecommute as a result of a national emergency, such as COVID-19. Employees requesting to telecommute as a reasonable accommodation should follow the County's procedures for requesting reasonable accommodations.

If you have any questions regarding this policy or if you have questions about telecommuting that this policy does not address, please contact the Human Resources Department at 816-407-3660.

By signing below, I state that I have read and understand this policy.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

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Human Resources' Signature

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Date